# Evaluation Action Plan

After completing the Evaluation Readiness Assessment tool (ERA) and discussing the results with your state team, your state team will be able to identify areas of strength and focused areas of opportunity for improvement in evaluation. The Evaluation Action Plan tool, along with your team’s coach, can help guide your state team through an organized approach to capture strategies for transformation and identify concrete next steps.

## Instructions:

1. Convene the state team to identify the key areas of opportunity corresponding to each component of the ERA:
2. Evaluation culture and awareness;
3. Funding strategies;
4. Data management;
5. Staff skills, capacity, and knowledge; and
6. Strategic planning

To be comprehensive, state teams may want to recheck all 21 statements in the five ERA components in identifying key opportunities.

1. Once the state team has identified the key opportunities, the team should determine whether areas of opportunity can be combined, eliminated, etc. to produce a manageable number.
2. Once a manageable number of areas of opportunity are selected, enter those in the STEP 1 box of the Evaluation Action Plan in the applicable section.
3. As a team, review the information in the STEP 1 box and develop actionable goals. Enter each goal in the STEP 2 box.
4. For each goal your team identifies in STEP 2, complete information in STEP 3 to develop a plan of action.
5. Update the Action Plan for each goal as steps and milestones are achieved until each goal achieves its completion indicator.

See a partial example of an Action Plan on the next page.

### Example Page | Staff Skills, Capacity, and Knowledge Action Plan

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| **Step 1 List areas of opportunity for improvement (from ERA Section 4).** | **Step 2 List goals in terms of attaining an ideal/fully acceptable state relative to the areas of opportunity for improvement.** |
| ***EXAMPLE:***  *4.1 The state agencies represented on our team have modest in-house research and evaluation staff resources.*  When these lists are complete, determine whether areas for improvement can be combined, eliminated, etc. to produce a manageable number. | ***EXAMPLE:***  *To extend in-house research and evaluation staff resources, first determine staffing budget and skill levels of current staff.*  When these lists are complete, determine whether goals can be combined, eliminated, etc. to produce a manageable number, and align items to the left-hand column. |

Step 3 Then, follow the template below for each GOAL.

| *Key Strategies* | *Activities / Steps* | *Responsible Person(s)* | *Timeframe / Milestone* | *Resources Needed* | *Desired Outcomes* | *Completion Indicator* |
| --- | --- | --- | --- | --- | --- | --- |
| ***EXAMPLE:***  *Convene a meeting with research and evaluation unit directors to discuss available staff resources and plan for expansion* | ***EXAMPLE:***   * *Set meeting date* * *Create a template to identify staffing budget and current staff skills* * *Distribute template to unit directors* | ***EXAMPLE:***  *Leticia Whitebread, WIB director*  *Horatio Alvarez, Personnel director* | ***EXAMPLE:***  *Complete by March 15, 2020* | ***EXAMPLE:***  *Completed staffing budget and staff skills templates from directors* | ***EXAMPLE:***   * *Plan for expanding staff resources in next fiscal cycle* * *Plan for cross-training and professional learning of current staff* | ***EXAMPLE:***  *Meeting occurs and plans are shared with agency leadership* |

### Evaluation Culture and Awareness Action Plan

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| **Step 1 List areas of opportunity for improvement (from ERA Section 1):** | **Step 2 List goals in terms of attaining an ideal/fully acceptable state relative to the areas of opportunity for improvement.** |
| When these lists are complete, see if areas for improvement can be combined, eliminated, etc. to produce a manageable number. | When these lists are complete, see if goals can be combined, eliminated, etc. to produce a manageable number, and align items to the left-hand column. |

Step 3 Then, follow the template below for each GOAL.

| *Key Strategies* | *Activities / Steps* | *Responsible Person(s)* | *Timeframe / Milestone* | *Resources Needed* | *Desired Outcomes* | *Status* |
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*(****Step 3*** *continues on the next page)*

| *Key Strategies* | *Activities / Steps* | *Responsible Person(s)* | *Timeframe / Milestone* | *Resources Needed* | *Desired Outcomes* | *Status* |
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### Funding Strategies Action Plan

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| **Step 1 List areas of opportunity for improvement (from ERA Section 2):** | **Step 2 List goals in terms of attaining an ideal/fully acceptable state relative to the areas of opportunity for improvement.** |
| When these lists are complete, see if areas for improvement can be combined, eliminated, etc. to produce a manageable number. | When these lists are complete, see if goals can be combined, eliminated, etc. to produce a manageable number, and align items to the left-hand column. |

Step 3 Then, follow the template below for each GOAL.

| *Key Strategies* | *Activities / Steps* | *Responsible Person(s)* | *Timeframe / Milestone* | *Resources Needed* | *Desired Outcomes* | *Status* |
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*(****Step 3*** *continues on the next page)*

| *Key Strategies* | *Activities / Steps* | *Responsible Person(s)* | *Timeframe / Milestone* | *Resources Needed* | *Desired Outcomes* | *Status* |
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### Data Management Strategies Action Plan

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| **Step 1 List areas of opportunity for improvement (from ERA Section 3):** | **Step 2 List goals in terms of attaining an ideal/fully acceptable state relative to the areas of opportunity for improvement.** |
| When these lists are complete, see if areas for improvement can be combined, eliminated, etc. to produce a manageable number. | When these lists are complete, see if goals can be combined, eliminated, etc. to produce a manageable number, and align items to the left-hand column. |

Step 3 Then, follow the template below for each GOAL.

| *Key Strategies* | *Activities / Steps* | *Responsible Person(s)* | *Timeframe / Milestone* | *Resources Needed* | *Desired Outcomes* | *Status* |
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*(****Step 3*** *continues on the next page)*

| *Key Strategies* | *Activities / Steps* | *Responsible Person(s)* | *Timeframe / Milestone* | *Resources Needed* | *Desired Outcomes* | *Status* |
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### Staff Skills, Capacity, and Knowledge Action Plan

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| **Step 1 List areas of opportunity for improvement (from ERA Section 4):** | **Step 2 List goals in terms of attaining an ideal/fully acceptable state relative to the areas of opportunity for improvement.** |
| When these lists are complete, see if areas for improvement can be combined, eliminated, etc. to produce a manageable number. | When these lists are complete, see if goals can be combined, eliminated, etc. to produce a manageable number, and align items to the left-hand column. |

Step 3 Then, follow the template below for each GOAL.

| *Key Strategies* | *Activities / Steps* | *Responsible Person(s)* | *Timeframe / Milestone* | *Resources Needed* | *Desired Outcomes* | *Status* |
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*(****Step 3*** *continues on the next page)*

| *Key Strategies* | *Activities / Steps* | *Responsible Person(s)* | *Timeframe / Milestone* | *Resources Needed* | *Desired Outcomes* | *Status* |
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### Strategic Planning Action Plan

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| **Step 1 List areas of opportunity for improvement (from ERA Section 5):** | **Step 2 List goals in terms of attaining an ideal/fully acceptable state relative to the areas of opportunity for improvement.** |
| When these lists are complete, see if areas for improvement can be combined, eliminated, etc. to produce a manageable number. | When these lists are complete, see if goals can be combined, eliminated, etc. to produce a manageable number, and align items to the left-hand column. |

Step 3 Then, follow the template below for each GOAL.

| *Key Strategies* | *Activities / Steps* | *Responsible Person(s)* | *Timeframe / Milestone* | *Resources Needed* | *Desired Outcomes* | *Status* |
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*(****Step 3*** *continues on the next page)*

| *Key Strategies* | *Activities / Steps* | *Responsible Person(s)* | *Timeframe / Milestone* | *Resources Needed* | *Desired Outcomes* | *Status* |
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